

8 October 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. MANAGEMENT TRAINING

1. Managerial Grid

a. The Managerial Grid was conducted [] the week of 26 September for 29 of 34 Midcareerists enrolled in Midcareer Class #30. 25X1A6a

b. The next Grid, open for general Agency registration, will begin on 17 October with an enrollment of 33.

2. Advanced Management (Planning)

To date, 18 applications have been received in ISS/AIR. The minimum number preferred is 24. The deadline for enrollment is 20 October.

3. Performance Appraisal Workshop

Thus far, forty-four training requests have been received in ISS/AIR. As the maximum enrollment desired is 24, an additional workshop is being considered for 2 December for applicants who cannot be accommodated in the regular session scheduled on 9 November.

4. Microfilm Information Seminar

25X1A5a1 Thirty-seven employees have been enrolled for this three-day program to be conducted in the Headquarters Building, 20-22 October, by consultant []. By major component, enrollments are distributed as follows: DDS-11, DDI-8, DDP-7, DDS&T-7, and O/DCI-4.

5. Fundamentals of Supervision and Management

There are 69 candidates for the 1 November course and 53 for the 6 December course. As we can handle no more than 38 students at a time, we are exploring the possibility of an additional running this calendar year.

25X1A7a 6. Performance Appraisal Workshop []

25X1A7a Arrangements have been completed to conduct a Performance Appraisal Workshop []. It is scheduled to run in the afternoon on 11 and 12 November in Key Building. We expect an enrollment of 28 people.

B. ADMINISTRATIVE TRAINING

1. The Project Officer in the Contract Cycle

a. The quota of 25 students for this course was filled from the four Directorates as follows:

DDS	-	9	DDI	-	5
DDP	-	6	DDS&T	-	5

A total of 43 applications were received for this session of the course, and four have already been received for the next one.

b. We have benefited rather significantly recently from the inter-agency cooperation displayed by the training people at the Goddard Space Flight Center of NASA. Not only were the Goddard people most helpful some months ago in giving us the benefit of their experiences with the contractors whom we were considering for this course, but they have now agreed to lend us enough copies of ASPM No. 1: Contract Pricing to get us through this first session. The Government Printing Office has been "temporarily" out-of-stock on this publication since our order was placed early in August, and not even inquiries made to their GPO counterparts on our behalf by officials of the Printing Services Division, OL, could elicit any firm information on a delivery date.

2. Financial Accounting Information Recorded by Optical Scanning

25X1A9a

attended a briefing given by the Office of Finance on FAIROS (Financial Accounting Information Recorded by Optical Scanning), a new system being developed to reduce the manual processing of financial records by using the latest EDP techniques. It is hoped that the system can become operative in about two years. If the concept can be implemented, a tremendous amount of manual record keeping will be eliminated both at Headquarters and in the field. On the other hand, the Finance technicians working on the system believe at this time that implementation of the system may intensify the need for training such as that given in the Field Finance and Logistics course.

3. ACT-1

Preliminary indications (based on experiments conducted with seven students from the Administrative Procedures course representing six Area Divisions) point towards the sufficiency of the instruction booklet prepared by the Cable Secretariat for the ACT-1 cable form.

The time required for each girl to read the instructions and then prepare acceptable copy on the new form using a Selectric typewriter with the special font varied from 15 to 35 minutes.

It should be noted, however, that although the copy thus prepared was acceptable to the special test grid devised for evaluating it with the human eye, the final degree of acceptability cannot be known until the test cables are tried with the Farrington Optical Character Reader.

We will continue to conduct tests with personnel from other elements of the Agency to provide a broader base for evaluating the effectiveness of the instruction booklet.

4. Surplus Typewriters

Requirements for electric and manual typewriters in the clerical training program are being reviewed, and it appears that a substantial number of machines are excess. When the review has been completed, the excess machines will be turned in to the .

5. Basic Writing Workshop

The morning session of the Basic Writing Workshop, conducted by Mrs. Stallman of the U. S. Department of Agriculture Graduate School, ended 30 September. Thirteen of the fifteen students completed the course. Student critiques on the course content, instructor, and facilities were most favorable.

Chief, Support School, TR

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